



Job Posting: Sex Offender Registry Enforcement Agent

Salary: PG 11, \$33,638

Opening Date: September 17, 2015 **Closing Date:** September 30, 2015

Location: Headquarters: State Bureau of Identification.

NATURE AND SCOPE:

This class reports to the Sergeant of the Delaware State Police Sex Offender Registry Unit at the State Bureau of Identification. Agents are responsible for conducting sex offender investigations. Investigations may involve one-time or repetitive violations. Investigations are conducted independently or in conjunction with federal, state and local law enforcement agencies. Investigations are conducted in accordance with proper police procedures and include: conducting interviews and surveillance, gathering evidence, collecting criminal history records and interviewing witnesses. These criminal cases are prosecuted in Superior Court.

Agents must be skilled in criminal report writing and criminal investigation techniques. They must be familiar with legislation pertaining to arrests, search and seizure and criminal investigations. They must have the ability to manage several investigations simultaneously. Many cases investigated by the SORU Agents result in suspect arrest, and involve limited police powers. Principal contacts are with other investigative agencies and police departments. Agents must display a professional demeanor at all times.

PRINCIPAL ACCOUNTABILITIES:

1. The agent's primary responsibility is to ensure that registered sex offenders reside at the address he or she provided to the State Bureau of Identification. Agents will conduct random and periodic checks of those listed addresses to ensure compliance that is consistent with current sex offender legislation.

2. Should a sex offender fail to re-register his or her address, place of employment or violate any provision regulating convicted sex offenders, the agent would be responsible for locating and arresting all violators. This will include those who have provided false information to SBI about their address or place of employment.
3. The agent serves as liaisons with other police agencies in Delaware and throughout the United States regarding sex offenders. They also would be responsible for locating sex offenders who may be in Delaware, but are wanted by agencies in other states.
4. Agents will conduct crime prevention presentations to schools and daycare providers regarding child predators, wanted sex offenders and sex offender issues.
5. Agents are responsible for managing an assigned caseload of convicted sex offender investigations.
6. Agents will document investigative activity on Delaware crime and incident reports, which will be submitted to the State Bureau of Identification.
7. Agents will successfully complete training in accordance with Delaware Council on Police Training standards.
8. Agents will perform additional ancillary duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have knowledge of sex offenders, sex crimes, patterns of behavior and applicable legislation.
2. Must possess effective interview skills to develop leads, cultivate informants and information leading to the whereabouts of absconded sex offenders.
3. Must have a thorough knowledge of computer databases such as CJIS to develop leads and information leading to the whereabouts of absconded sex offenders.
4. Must possess excellent interpersonal skills to maintain cooperative and effective working relationships among various professional agencies.
5. Must possess the ability to balance multiple projects, caseloads and assignments simultaneously.
6. Must possess experience and knowledge in legal matters related to criminal arrests and search and seizure.
7. Must be willing to travel anywhere in the state.
8. Must be willing to work all shifts and extended hours when necessary.

9. Must have knowledge of the use of investigative and enforcement tools (i.e. electronic surveillance equipment, evidence processing equipment, fingerprint equipment, cameras, two-way radios, criminal justice information system computers, teletype, etc.)
10. Applicants will be subject to a criminal history and background investigation.

MINIMUM QUALIFICATIONS:

An applicant for this position must meet the minimum standards for employment as outlined by the Council on Police Training (Regulation II-3). Additionally, an applicant for this position must be certified and in good standing with the Council on Police Training; or must be in a position to attain certification with a minimum amount of additional training requirements. Questions regarding minimum qualifications should be directed to the Director of Human Resources (302) 739-5981.

All candidates must undergo a comprehensive background check. Upon a conditional hire, the candidate must complete a medical examination, psychological examination, eye exam, and substance abuse screen.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

- A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the State website at

<http://ben.omb.delaware.gov/>

APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903

Applications can be found at our website at:

<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

NOTE: The Division of State Police is a non-merit system agency.

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